

# Stormwater Management Program Annual Report

## Six Minimum Measures Section

March 10, 2004 – March 9, 2005

Municipality Name Town of Kent SPDES Number NYR20A346

Use this table to summarize your Stormwater Management Program (SWMP) Minimum Measures for Sections I through VI of the SWMPAR. We request that MS4s fill out this table electronically. The table is available in Microsoft Word and Corel WordPerfect, or you may duplicate this table manually. Send two completed **hard copies** (an original and a photocopy) of the previous MCC form, this form and the other SWMPAR reporting requirements to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4<sup>th</sup> Floor, Albany, NY 12233-3505).

### **MINIMUM MEASURE 1: Public Education and Outreach in Stormwater Impacts**

**A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:**

<b>B. Implementation of Best Management Practices</b>			<b>C. Activities Planned for Upcoming Year</b>
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
<b>REQUIRED TECHNIQUES</b>			

<b>B. Implementation of Best Management Practices</b>			<b>C. Activities Planned for Upcoming Year</b>
<b>List the planned management practices and any additional ones that you worked on.</b>	<b>Any done in the past year?</b>		<b>Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.</b>
	YES	NO	
Plan and conduct an ongoing public education and outreach program	X		<p>The Town of Kent has created a Town website and included a stormwater page. The stormwater page lists out the members of the Town of Kent Stormwater Committee and also lists the Stormwater Committee's Mission Statement. The Town is in the process of creating links to other related stormwater management materials, presentations, and events.</p> <p>The Lake Carmel Park District has prepared a pamphlet that will be mailed to the 2,800 household within the Lake Carmel Sanitation District that discusses disposal of household wastes.</p> <p>Two brochures regarding specific stormwater practices have been made available on a shelf at the entrance to the Kent Town Hall.</p> <p>A new file cabinet has been provided in the Town of Kent Clerk's office which is dedicated to the collection of educational stormwater materials. These materials are available to the Town staff and to the public.</p> <p>The Town of Kent scheduled and conducted its yearly public educational meeting with the Cornell Corporative Extension in summer of 2004. The meeting specifically targeted lawn care (especially the effects of phosphorus).</p>
<b>ADDITIONAL TECHNIQUES</b>			

<b>B. Implementation of Best Management Practices</b>			<b>C. Activities Planned for Upcoming Year</b>
<b>List the planned management practices and any additional ones that you worked on.</b>	<b>Any done in the past year?</b>		<b>If YES, describe the measurable goals that were achieved and other accomplishments.</b>
	YES	NO	
Seek formal agreements with adjacent MS4s where coordinated or delegated efforts provide a more effective SWMP.	X		The Town participated in several meetings relative to the establishment of a MS4 coordination committee with adjacent MS4's.
			Adopt an intermunicipal agreement.

**MINIMUM MEASURE 2: Public Involvement/Participation****A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:**

<b>B. Implementation of Best Management Practices</b>			<b>C. Activities Planned for Upcoming Year</b>
<b>List the planned management practices and any additional ones that you worked on.</b>	<b>Any done in the past year?</b>		<b>Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.</b>
	YES	NO	
<b>REQUIRED TECHNIQUES</b>			
Public notice and access to documents and information	X		<p>Public notice has been provided for key events and upcoming stormwater meetings through televised Town Board meetings.</p> <p>Public notice for all Town SWMP related public hearings has been provided by posting notices in the official Town newspaper and at the Town Hall.</p> <p>The public has been granted full access to review and request copies of all information collected and developed as part of the Town's SWMP through the dedicated file cabinet at the Town Clerk's office.</p> <p>Provide public notice by way of announcements at televised Town Board meetings and the Town of Kent webpage, for key events and upcoming Stormwater Committee meetings.</p> <p>Provide public notice for all Town SWMP related public hearings by posting notice in official Town newspaper, webpage and post notice at Town Hall.</p> <p>Provide full access to the public to review and request copies of all information collected and developed as part of the Town SWMP.</p>
Public presentation and comments received on SWMP and annual report	X		<p>The Town held a public meeting on the first annual report on May 24, 2004.</p> <p>Hold public hearing on 2<sup>nd</sup> Annual Report.</p>
Public involvement/participation program	X		<p>The Town of Kent Stormwater Committee monthly meetings have been utilized as a public forum to help facilitate the Town's SWMP.</p> <p>Organize and conduct two yearly local Town waterbody cleanup events utilizing volunteers. Lake Carmel and Palmer Lake are scheduled for cleanup on April 30, 2005.</p> <p>Utilize the Stormwater Committee monthly meetings as a public forum to facilitate the Town SWMP.</p>

B. Implementation of Best Management Practices				C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO		
Contact person identified	X		The Town of Kent's stormwater contact is Town Board member and Stormwater Committee member Kathy Doherty. Contact can be made through Town Hall.	N/A
ADDITIONAL TECHNIQUES				
Identify key contact person from each lake committee in Town to coordinate and publicize lake community public participation events	X		A partial list has been prepared of key contact people from each Lake Committee within the Town of Kent for distribution of Town SWMP information.	Continue to develop a mailing list of key contact people from each in Town Lake Committee for distribution of Town SWMP information.

### MINIMUM MEASURE 3: Illicit Discharge Detection and Elimination

#### **A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:**

<b>B. Implementation of Best Management Practices</b>				<b>C. Activities Planned for Upcoming Year</b>
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO		
<b>REQUIRED ACTIVITIES</b>				
Outfall mapping	X		The Town of Kent Highway Department has begun some mapping of stormwater discharges within the additional designated areas (NYCDEP watershed) of the Town.	Continue to prepare mapping.
Illicit discharges prohibited	X		The Town is currently seeking a Model Ordinance from the New York State Department of Environmental Conservation for review and consideration for adoption.	Adopt an ordinance addressing illicit discharges into the stormwater system.  Review and assess first quartile of the Town MS4 for illicit discharges.  Identify source and eliminate all illicit discharges identified.
Public, employees, businesses informed of hazards from illicit discharges	X		The Town of Kent has applied for a grant through the Putnam County MS4 Coordinating Committee to conduct training for Town employees following the adoption of an ordinance addressing illicit discharges.	Conduct training for Town employees following the adoption of an ordinance addressing illicit discharges.  Prepare and distribute illicit discharge information pamphlet to 50 targeted local business and industries.
Illicit discharges identified	X		The Town of Kent Highway Department has developed an ongoing reporting policy to the PCDOH for any illicit discharges found during their daily routines throughout the Town.	Identify source and eliminate all illicit discharges identified.
<b>ADDITIONAL ACTIVITIES</b>				

**MINIMUM MEASURE 4: Construction Site Stormwater Runoff Control****A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:**

<b>B. Implementation of Best Management Practices</b>			<b>C. Activities Planned for Upcoming Year</b>
<b>List the planned management practices and any additional ones that you worked on.</b>	<b>Any done in the past year?</b>		<b>Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.</b>
	YES	NO	
<b>REQUIREMENTS</b>			
Require erosion and sedimentation controls through an ordinance or other regulatory mechanism			<p>Draft amendments have been prepared to the existing Town Erosion Control Ordinance.</p> <p>The Town Planning Board conducts public hearings on all projects seeking site plan approval. These meetings are open meetings with the ability for the public to comment on such projects including the stormwater management plans.</p> <p>Site plan review is required for all subdivisions, commercial projects, and individual residential houses per Town Code.</p> <p>The Town Board is planning to adopt amendments to the existing Erosion Control Ordinance on April 18, 2005.</p> <p>The Town Board is planning to adopt local law on April 18, 2005 to require all erosion control permits appear before the Planning Board for a public hearing.</p>
Provide opportunity for public comment on construction plans	X		<p>Draft amendments have been prepared to the existing Town Erosion Control Ordinance.</p> <p>The Town Board is planning to offer the opportunity for the public to comment on construction plans.</p>
Require construction site plan review	X		<p>Draft amendments have been prepared to the existing Town Erosion Control Ordinance.</p>
Require overall construction site waste management	X		<p>The draft Erosion Control Ordinance amendments include references to the NYSDEC GP-02-01, which requires that overall construction site waste management is addressed.</p> <p>The Town Board is planning to adopt amendments to the existing Erosion Control Ordinance on April 18, 2005.</p>

<b>B. Implementation of Best Management Practices</b>			<b>C. Activities Planned for Upcoming Year</b>
<b>List the planned management practices and any additional ones that you worked on.</b>	<b>Any done in the past year?</b>		<b>Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.</b>
	YES	NO	
Site inspection and enforcement	X		<p>The Town of Kent draft Local Laws require site inspections relative to stormwater management by the Building Inspector. The Planning Board and Town Engineer also review the plans prior to approval.</p> <p>The Town Board is planning to adopt new Local Laws requiring stormwater management site inspections on April 18, 2005.</p> <p>Achieve 50% "on the ground" compliance with approved Erosion Control Plan.</p>
Education and training of construction site operators	X		<p>The Town of Kent is awaiting a pamphlet addressing construction site stormwater runoff control for construction site operators from the Putnam County Soil and Water Conservation District.</p> <p>Distribute information pamphlet addressing construction site stormwater runoff control for construction sites with all building permits and site construction permits.</p>
<b>ADDITIONAL PRACTICES</b>			



**MINIMUM MEASURE 5: Post-Construction Stormwater Management**

**A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:**

<b>B. Implementation of Best Management Practices</b>			<b>C. Activities Planned for Upcoming Year</b>
<b>List the planned management practices and any additional ones that you worked on.</b>	<b>Any done in the past year?</b>	<b>If YES, describe the measurable goals that were achieved and other accomplishments.</b>	<b>Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.</b>
	YES	NO	
<b>REQUIREMENTS</b>			

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO	
Assess existing conditions throughout the MS4 and identify appropriate management practices to reduce pollutant discharge to the maximum extent practicable	X		<p>The following strategies have been developed to address the Town's MS4 water quality concerns:</p> <p style="padding-left: 40px;">Weed control in lakes through the addition of carp, goose management at certain lakes, stormwater management retrofits, and the Town is currently awaiting the implementation of the Putnam County SSTS repair program.</p> <p>The Town, through the Highway Department, continues to develop strategies and prioritize stormwater management practices to address water quality problem areas.</p> <p>In Year 2 the Town undertook the design and construction of a stormwater management improvement for the Barrett Hill Road Drainage area. This stormwater retrofit was an upgrade of the existing stormwater conveyance system discharging to the Lake Carmel. The improvements were made to more efficiently capture the stormwater runoff and reduce the amount of sediment being transported to the lake. Prior to discharge into the lake the stormwater runoff is conveyed to two self-contained precast water quality treatment units. These units provide a practical and economical stormwater treatment solution targeted on improving the quality of the stormwater being discharged to the lake.</p> <p>The Town commissioned a Water Quality Monitoring Report of Lake Carmel in 2002-2003. The report contained physical, chemical, biological data, Aquatic Plant surveys and a Fishery survey. The report contained conclusions and recommendations which are useful to the Town of Kent with the management of the lake.</p>

B. Implementation of Best Management Practices				C. Activities Planned for Upcoming Year
List the planned management practices and any additional ones that you worked on.	Any done in the past year?		If YES, describe the measurable goals that were achieved and other accomplishments.	Describe activities that are planned for this minimum measure for next year’s SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.
	YES	NO		
Regulate post-construction runoff from development through an ordinance or other regulatory mechanism	X		Draft amendments to the Town Site Plan and Subdivision regulations relative to stormwater management are currently being prepared to be consistent with GP-02-01.	The Town Board is planning to adopt amendments to Site Plan and Subdivision regulations on April 18, 2005.
Develop management practice inspection and maintenance program	X		The Town through their Highway Department has an ongoing practice of inspection and maintenance for the Town’s MS4.	Implement management practice inspection and maintenance program for the Town’s MS4.
ADDITIONAL PRACTICES				

**MINIMUM MEASURE 6: Pollution Prevention/Good Housekeeping****A. If Needed, Provide Additional Notes to Explain and/or Describe Changes to this Minimum Measure in Your SWMP:**

<b>B. Implementation of Best Management Practices</b>			<b>C. Activities Planned for Upcoming Year</b>
<b>List the planned management practices and any additional ones that you worked on.</b>	<b>Any done in the past year?</b>		<b>Describe activities that are planned for this minimum measure for next year's SWMP. List the BMPs, measurable goals and provide a schedule/timeline for implementation.</b>
	YES	NO	
<b>REQUIREMENTS</b>			
Prevent discharge of pollutants from municipal operations	X		The Town continues to review their ongoing maintenance programs relative to best management practices. The practices include street cleaning (twice a year) an catch basin drain cleaning with a VACALL sweeper/vacuum truck, road salt storage, roadway maintenance, landscaping and lawn care, hazardous waste and materials management, and Town owned septic system management.  Implement first third of selected BMPs to address Town operations contributing to water quality problems and pollutants of concern.  Continue to evaluate Town operations contributing to water quality problems and pollutants of concern.
Follow DEC NPS management Practices catalog, or equivalent	X		N/A
Conduct employee pollution prevention training	X		As part of the establishment of a Putnam County MS4 coordination committee there is currently a Mini-Grant Level 3 being proposed by Putnam County to train highway employees throughout the County, including the Town of Kent.  Based on identified Town operations contributing to water quality problems, pollutants of concern, and selected BMPs, conduct Town employee pollution prevention training.
<b>ADDITIONAL PRACTICES</b>			